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June 27, 1994

To: Superintendents of Schools
Senior High School Principals
Junior High School Principals

GUIDE TO EDUCATION: SENIOR HIGH SCHOOL HANDBOOK, 1993–94

In January 1994, I forwarded an update to the Guide to Education: Senior High School Handbook, 1993–94. Since then a few policy changes have occurred. Since these changes do not have major implications for your organizational planning for 1994–95, we have not published a new handbook. The 1993–94 Guide to Education remains in effect.

However, we wanted to make you aware of the policy changes that have occurred. I have attached an additional update which outlines those changes.

If you have any questions, please call your nearest Regional Office of Education or Keith Wagner at 422–4872.

Sincerely,

Keith Wagner

for Lloyd E. Symyrozum
Director
Curriculum Standards Branch

Attachments

cc: Regional Managers, Regional Offices of Education

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EDUCATION PROGRAMS

OFF-CAMPUS EDUCATION

BACKGROUND

There is a growing need for expanded off-campus programs to complement and enhance current programming in schools. The provision of off-campus programs permits schools to expand learning opportunities for junior and senior high school students by establishing partnerships with businesses, industries, volunteer and other agencies in the community. These partnerships will ensure students have the knowledge and skills demanded by business, gain recognized work experience and assist students in making the transition from school to work or from school to a post-secondary institution.

Off-campus education provides an opportunity for students to enhance and apply, in real-life contexts, knowledge, skills and attitudes acquired through coursework. Off-campus education is viewed as a partnership of student, school and community. Partnerships provide opportunities for students to explore and expand their career interests and aptitudes in meaningful activities, situated in community-based work stations, work sites and volunteer agencies.

This policy document replaces the following two policy documents:

- Off-campus Vocational Education (No. 02–04–04)
- Work Experience Education (No. 02–04–05)

POLICY

In order to provide practical experiences related to life skills and career opportunities, and to help students grow in knowledge, skills and attitudes, Alberta Education supports off-campus education programs delivered through school–community partnerships.

LEGISLATION

This policy is governed by the following legislation:

School Act

1 (1) (q) "school" means a structured learning environment through which an education program is offered to a student by:

(i) a board,
(ii) an operator of a private school.

25 (1) The Minister may do the following:

(a) prescribe courses of study or education programs, including the amount of instruction time;

(b) authorize courses of study, education programs or instructional materials for use in schools;

(c) prescribe the minimum total hours of instruction a board shall make available to a student in a school year;

(d) approve any course, education program or instructional material that may be submitted to the Minister by a board or another operator of a school for use in a school;

(e) subject to the right of a board to provide religious instruction, by order prohibit the use of a course, an education program or instructional materials in schools; and

(f) by order adopt or approve goals and standards applicable to the provision of education in Alberta.

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37 (1) A board may approve a work experience program for its students to attend.

(2) Subject to the regulations, a board may enter into an agreement with a person to provide a place of work and facilities for students who are attending a work experience program.

(3) When a board directs a student to attend a work experience program, it shall obtain the consent of

(a) the student's parent or, in the case of a student who is 16 years of age or older, the student, and

(b) the Minister.

(4) For the purposes of section 8, a place of work or facility shall be deemed to be a school during the time the student is in the place or facility under the work experience program.

Employment Standards Code, S.A. 1988, Chapter E-10.2

75 (1) Subject to subsection (3), no person shall during normal school hours

(a) employ, or

(b) permit to work on his premises

a child who is required to attend school under the **School Act**.

(2) Subject to subsection (3) and the regulations made under subsection (4), no individual under the age of 15 years shall be employed without the written consent of his parent or guardian and the approval of the Director.

(3) Subsections (1) and (2) do not apply to an individual under the age of 15 years

(a) who has been excused from school attendance under the **School Act** for the purpose of vocational training through employment, or

(b) who is enrolled in a work experience program approved under the **School Act**. . . .

Apprenticeship and Industry Training Act, S.A. 1991 A-42.3

1.(l) "student work training program" means a program

(i) under which a student receives work experience and training in a designated trade,

(ii) that is offered to the student by or on behalf of

(A) a board as defined under the **School Act**

and

(iii) that is approved, registered or otherwise recognized by the Board (Alberta Apprenticeship and Industry Training Board).

Workers' Compensation Act, S.A., 1981, Chapter W-16

147 (2) The Lieutenant Governor in Council may, in respect of persons to whom this Act does not apply, make regulations

(a) authorizing the [Workers' Compensation] Board to make orders declaring that the Act applies to any class of those persons;

(b) designating those classes of persons in respect of whom the [Workers' Compensation] Board may make an order under a regulation made under cause (a);

(3) Where the [Workers' Compensation] Board makes an order under a regulation made under subsection (2)(a) declaring that this Act applies to a class of persons, the persons in that class are, for the purposes of this Act, considered to be workers employed by the Government of Alberta.

Workers' Compensation Regulation, A.R. 427/81

Persons Considered to be Workers Employed by the Government of Alberta

7 (1) The [Workers' Compensation] Board may make orders declaring that the [Worker's Compensation] Act applies to the following classes of persons:

(e) students registered in a secondary school while they are attending and participating in a work experience program or the practical experience part of a work-related program, including courses in industrial education and home economics, if the program has been designated as such by the secondary school and approved by the Board [Workers' Compensation Board].

ADDITIONAL DEFINITIONS

In this policy,

1. "off-campus education" includes work study, work experience programs, registered apprenticeship programs and cooperative education programs.

2. "work study" means off-campus experiential learning integrated with a course undertaken by a junior or senior high school student:

   (a) as an integral part of the curriculum of a provincially approved school course or program; e.g., Word Processing 30, IOP, etc.;

   (b) which is under the cooperative supervision of a teacher–coordinator and the employer;

   (c) where no additional credit is given; and

   (d) which is part of community partnership (off-campus) activities engaged in by students.

3. "work experience" means off-campus experiential learning undertaken by a senior high school student:

   (a) as an integral part of a planned school program;

   (b) which is under the cooperative supervision of a teacher–coordinator and the employer; and

   (c) which constitutes a separate course based on 25 hours per credit.

4. "registered apprenticeship program" means experiential learning undertaken by a senior high school student:

   (a) as an integral part of a planned school program;

   (b) which is under the cooperative supervision of a teacher coordinator and the employer;

   (c) where a student is a registered apprentice;

   (d) where the program meets the acts and regulations of Advanced Education and Career Development relating to apprenticeship training; and

   (e) which constitutes a separate course based on 25 hours per credit.

5. "cooperative education" means off-campus experiential learning undertaken by a senior high school student:

   (a) as approved under policies established by the Federal Government and Alberta Education;

   (b) as an integral part of a planned school program;

   (c) which integrates off-campus experience with in-school instruction;

   (d) which is under the cooperative supervision of a teacher–coordinator and the employer; and

   (e) which constitutes a separate course based on 25 hours per credit.

PROCEDURES

1. Boards may operate individually or as a consortium with other boards to offer off-campus programs. One board shall act as the agent board for contract purposes.

2. A school board wishing to initiate a Registered Apprenticeship Program:

   (a) shall have a board motion indicating board approval and have a letter of approval for the program from the Area Manager of the local Career Development Centre on file with Alberta Education;

   (b) shall, as a component of a student's program leading to a Certificate of Achievement or High School Diploma, offer a maximum of 40 credits in a Registered Apprenticeship Program sequence of courses from among those listed in the *Guide to Education: Senior High School Handbook*;

   (c) shall annually file the names of students enrolled on the Registered Apprenticeship Program Student Placements form with the Director of Curriculum, Alberta Education; and

   (d) shall adhere to all procedures stated in this document except for sections 1, 3, 10(a) and (c).

3. The board shall be responsible for:

   (a) ensuring that course content, where available, is followed and where necessary, developed; and

   (b) the instructional practice and evaluation for all off-campus courses including:

   - work experience courses
   - work study components of core and complementary courses
   - cooperative education courses
   - registered apprenticeship program courses.

4. Off-campus education courses approved by the board:

   (a) shall specify learner expectations for each student;

   (b) shall ensure student eligibility to obtain credit if the off-campus component of the program is terminated by the employer;

   (c) may include modules from the Career Transitions strand of the Career and Technology Studies program; and

   (d) may be undertaken at one or more work stations and/or work sites.

5. Off-campus education shall be supervised by a certificated teacher, who shall:

   (a) obtain the consent of the parent or, in the case of a student 16 years of age or older, the student;

   (b) monitor to ensure that the curriculum is followed and a plan of instruction is in place;

   (c) ensure that student, teacher and program evaluation practices are in accordance with board policy;

   (d) ensure that safety provisions as indicated in section 17(a) and (c) of this policy are met;

   (e) ensure that board owned equipment is properly accounted for and maintained;

   (f) assess student performance;

   (g) monitor student attendance;

   (h) monitor student–instructor relations and student behaviour;

   (i) monitor work site–community relationships;

   (j) ensure a positive learning environment; and

   (k) ensure appropriate records are kept.

6. The board shall submit its intent to operate new programs for the following school year to Alberta Education, by September 30.

7. Work stations and work sites must all be approved. They may be approved by Alberta Education, or, with the consent of Alberta Education, they may be approved locally, or, in the case of the Registered Apprenticeship Program by Advanced Education and Career Development before a new program commences. The request for approval shall come from the school jurisdiction.

8. Boards offering off-campus programs shall carry:

   (a) insurance to cover all board owned equipment located at the work site;

   (b) extended liability insurance for the protection of the board, its employees, students and third parties; and

   (c) insurance or agree to indemnify the employer against loss resulting from any intentional or negligent acts of a student, unless such intentional or negligent acts or omissions are at the discretion of, or occasioned by the employer, his employees or agents.

9. A parent/guardian and a student shall be informed by the board that a student in off-campus education is deemed to be an employee of the Government of Alberta, and in the event of an accident is covered by Workers' Compensation and, therefore, is unable to sue the employer.

10. The off-campus education programs offered:

    (a) may include all or any component of the educational programs as listed in the *Guide to Education: Senior High School Handbook*; and as referenced under Community Partnership in the *Guide to Education: Junior High School Handbook*;

    (b) shall meet the requirements as set out in the *Guides to Education: Junior High School Handbook* and *Guides to Education: Senior High School Handbook* as well as in the program of studies for junior and senior high schools; and

    (c) shall provide course content based on approved curriculum and the daily programming developed cooperatively by the supervising teacher and the on-site instructor.

11. (a) Off-campus education for both junior and senior high school students shall take place between 7 a.m. and 10 p.m., Monday through Saturday.

    (b) Junior high school work study shall take place Monday through Friday during school board designated teaching hours and days.

12. Where a board directs a student to an off-campus program, the board shall either:

    (a) obtain the consent of the Minister under section 37(3)(b) of the School Act; or

    (b) be authorized in writing by the Minister under section 237 of the Act to approve an off-campus program, provided that

        (i) a board motion is in place; and
        (ii) local policy and procedures have been approved by Alberta Education, and, in the case of the Registered Apprenticeship Program, by Advanced Education and Career Development.

13. The board shall evaluate each new off-campus education course during the first year and should conduct periodic reviews thereafter. A report of the completed program evaluations shall be kept on file by the board.

14. Funding to support off-campus education programs may be provided by Alberta Education for:

    (a) off-campus programs as outlined in the *School Grants Manual*; and

    (b) transportation as outlined in the *School Grants Manual*.

    For further information please refer to the *School Grants Manual*.

15. Where required by related legislation and regulations, the on-site instructor shall hold a valid Alberta journeyman certificate or equivalent status in the trade or technology. An on-site instructor without a valid Alberta Teacher Certificate is permitted provided the program is:

    (a) supervised by a certificated teacher present at each off-campus site as deemed necessary by the board. Depending on the number of students at the site, and whether or not it is a new or continuing program, the amount of supervision may need to be adjusted by the board; and

    (b) consistent with provincial education policy and procedures.

16. The on-site instructor shall be designated as the person who has primary responsibility for the students' health and safety while they are at the work station or work site.

17. In developing and maintaining the off-campus program, the board shall ensure that at each selected work station or work site:

    (a) there is space provided for the number of students enrolled;

    (b) the off-campus site is registered;

    (c) facilities and equipment available make it possible to achieve the objectives of the program;

    (d) equipment used by the students meets Canadian Standards Association standards;

    (e) applicable federal, provincial and municipal legislation are followed including the **Employment Standards Code**, the **Labour Relations Code**, the **Labour Act (Canada)**, the **Occupational Health and Safety Act** and related regulations including the Workplace Hazardous Materials Information System and local and provincial health, safety, and building standards;

    (f) the student does not replace the regular worker except in the case of the Registered Apprenticeship Program;

    (g) there are a variety of appropriate learning experiences offered that relate to the curriculum; and

    (h) adequate supervision is provided.

REFERENCES

Please refer to the following for additional information:

- *Guide to Education: Junior High School Handbook*
- *Guide to Education: Senior High School Handbook*
- *Industrial Education Manual for Guidance of Teachers and Counsellors*
- *Integrated Occupational Program Information Manual for Administrators, Counsellors and Teachers*
- *School Grants Manual*
- *Off-campus Education Guide* (in development)

GUIDE TO EDUCATION: SENIOR HIGH SCHOOL HANDBOOK, 1993–94
UPDATES FOR THE 1994–95 SCHOOL YEAR

1. General High School Diploma (Page 17)

IOP students who wish to transfer to a General High School Diploma route after completing a Certificate of Achievement require English Language Arts 33; Social Studies 33; a minimum of 8 credits in mathematics, including credits in Mathematics 13 or 24; and a minimum of 8 credits in science, including credits in Science 10 or 24. One 36-level course (10 credits) from any occupational cluster will be accepted for students transferring from the Integrated Occupational Program to the General High School Diploma Program to meet the two Grade 12-level courses requirement.

We recommend the following course sequences to meet the requirements for English Language Arts and Social Studies:

English Language Arts 16–26–36–33 (14 credits)

or

English Language Arts 16–23–33 (13 credits)

and

Social Studies 16–26–23–33 (16 credits)

or

Social Studies 16–23–33 (13 credits)

The requirement of attaining the standard of English Language Arts 33 and Social Studies 33 will also apply to the Alberta High School Diploma.

2. Advanced High School Diploma (Page 18)

Students who entered Grade 10 in the 1991–92 school year may use Science 30 to meet their Category B requirement in science.

3. **Certificate of Achievement (Page 20)**

IOP students may achieve the Certificate of Achievement by meeting the following requirements for English Language Arts and Social Studies:

English Language Arts 16–26–36 (9 credits)

or

English Language Arts 16–26–23 (11 credits)

or

English Language Arts 16–23 (8 credits)

and

Social Studies 16–26 (6 credits)

or

Social Studies 13 (5 credits)

or

Social Studies 16–23 (8 credits)

4. **Work Experience (Cooperative Education) (Page 37)**

The Work Experience (Cooperative Education) 15a–25a–35a and Work Experience 15–25–35 have been combined into Work Experience 15–25–35. The credit values for these new Work Experience courses will be available for 3 to 10 in each course. Effective for students entering Grade 10 in the 1994–95 school year, the number of Work Experience credits that students may count toward a diploma is limited to 15.

5. **Off-campus Vocational Education and Work Experience Education Policies (Page 52)**

These policies have been combined and will be replaced by the Off-campus Education Policy, effective September 1, 1994. A copy of the new policy has been attached for your information.

6. **a) Grade 10 Students (Page 70)**

. . ., the student's Grade 10 year is the school year in which the student receives the first mark (**25%** or greater) in a high school course reported to Alberta Education, . . .

b) Reporting Student Achievement in Senior High School Subjects (Page 74 and 75)

Alberta Education records a course as completed if a mark of **25%** or greater is awarded and reported. (Paragraph 2, Page 74)

Only school-awarded marks of **25%** or greater shall be reported to the Information Services Branch in either Diploma Examination Courses or Non-diploma Examination Courses.

c) The change from 10% to 25% will be used to calculate the amount of funding to be received under the Credit Enrolment Unit Grant.

7. **Senior High School Credits for Students in Junior High School (Page 70)**

The following outlines the requirements for junior high school students who wish to take senior high courses while still in junior high:

Secondary education programs recognize and accommodate the wide range of developmental needs, abilities and differences that exist among students.

The opportunity to take senior high school courses for diploma credits during a junior high school's regular instructional day, may be offered as a privilege to an **eligible student**, as identified by the principal of a junior high school.

An **eligible student** is one who, in the opinion of the junior high school principal, has satisfied the general and specific learner expectations of each core course of the junior high school program to the extent of his or her estimated potential, has achieved acceptably in all enrolled complementary courses, and who shows special interest and signs of high potential in subject areas that are part of a senior high school graduation program.

A student may be offered an opportunity to take one or more senior high school courses at either the junior high school or to attend a senior high school part-time.

The privilege to enroll in a senior high school course(s) will be at the discretion of the junior high school principal, and a decision to extend this privilege to a student will follow appropriate consultation with and approval of a parent or guardian.

The opportunity to provide advanced level instruction applies to those course sequences that are continuous with junior high programs, and that offer challenges beyond Grade level 9 courses.

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